



U.S. PRETRIAL SERVICES OFFICE DISTRICT OF HAWAII

VACANCY ANNOUNCEMENT No. 2006-02

Position: **U.S. PRETRIAL SERVICES OFFICER**

Salary Range: Classification Level: CL-25 to CL-28
\$39,740 to \$89,990 (includes 25% Cost of Living Adjustment which is subject to change). There is no locality pay in Hawaii. Starting salary commensurate with experience and qualifications.

Position Location: U.S. Pretrial Services Office
300 Ala Moana Boulevard, Rm. 7-222
Honolulu, HI 96850-7222

Closing Date: Open until filled. Applications received by April 28, 2006 will be given priority consideration. More than one position may be filled from this announcement.

DEFINITION

United States Pretrial Services Officers conduct bail investigations on defendants charged with federal offenses to assess the risks of nonappearance and danger. The officer makes recommendations to the court regarding detention or release under appropriate conditions. Additionally, the officer supervises defendants released on bail or pretrial diversion to ensure compliance with the conditions of release/diversion.

Representative Duties

- ▶ Gathers and verifies background information concerning persons charged with a federal criminal offense when they are arrested or summoned to court.
- ▶ Evaluates information and prepares a report for the judge prior to the initial hearing with an assessment of non-appearance and danger to the community. A recommendation regarding bail and/or release or detention of defendant is included in this report.
- ▶ Supervises defendants who are released with supervision conditions.
- ▶ Notifies the court and the U.S. Attorney's Office of any violations.
- ▶ Develops a supervision plan and maintains a detailed record of case activity.
- ▶ Travel, as necessary, to supervise defendants residing on the neighboring islands.
- ▶ May be required to work more than 40 hours per week in order to meet job requirements and deadlines, including working as required during the evenings and on weekends to supervise defendants. Overtime pay is not authorized by the Judicial Conference of the United States.

JOB REQUIREMENTS: Good knowledge of criminal justice system - particularly as it relates to federal pretrial and probation policies and procedures. Good knowledge of investigative and supervision techniques. General working knowledge of the roles, responsibilities and relationships among the federal courts, Parole Commission, and the Bureau of Prisons. Good knowledge of community and available community resources.

Ability to conduct thorough investigations and make sound evaluations and recommendations. Ability to work with law enforcement agencies at different governmental levels, community service providers, and all courts. Good analytical, written and oral communication skills. Basic skills in supervising offenders, risk assessment, and developing appropriate alternatives and sanctions to noncompliant behavior. Unquestioned integrity, mature judgment and tact. Skill in using personal computers; use of WordPerfect for Windows preferred.

MINIMUM REQUIRED EXPERIENCE AND EDUCATION: Bachelor's degree in a field such as criminal justice, criminology, psychology, sociology, human relations, business, public administration or closely related field which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position and at least one year of specialized experience gained after completion of a bachelor's degree. Specialized experience is defined as progressively responsible experience in such fields as probation, pretrial services, parole, law, corrections, counseling, criminal investigations, or work in addiction treatment. Experience as a police, custodial, or security officer, other than criminal investigative experience, is not creditable. **EDUCATIONAL SUBSTITUTION:** Master's degree in a closely related field or a Juris Doctorate (JD) degree can be substituted for two years of specialized experience.

PHYSICAL REQUIREMENTS: The duties of pretrial services officers require the investigation and management of alleged criminal offenders or convicted offenders who may present physical danger to officers and to the public. In the supervision, treatment and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable of efficiently performing these duties.

BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL REQUIREMENTS: The selectee considered for this position must undergo a full background investigation and a credit check. In addition, prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for pretrial services officers are available for public review at <http://www.uscourts.gov/fedprob/system/officerqualifications.htm> (under Officer and Officer Assistant Medical Requirements).

MAXIMUM ENTRY AGE: U.S. Pretrial Services Officers are covered under law enforcement retirement as defined in Title 5, U.S.C., Chapters 83 and 84. Law enforcement retirement provisions require mandatory retirement once an employee meets age and service requirements (age 57 with 20 years of service) due to the physical requirements of the position. Therefore, first-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous federal law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous federal law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

DESIRABLE PERSONAL CHARACTERISTICS: As substantial personal contact with other staff, the public and other agencies is required, successful candidates must be able to maintain a professional demeanor, work cooperatively with others and be responsible, courteous and professional. Successful candidates must be flexible and conscientious about detail and accuracy and must be able to balance the demands of varying workload responsibilities and deadlines.

SALARY: Starting salary depends on education and experience. This position is graded under the Court Personnel System. At the CL-27 level, applicant must have broad knowledge of the criminal justice system, good knowledge of investigative and supervision techniques, and one year qualifying experience specifically in probation, parole, pretrial services or criminal investigations work in addition to the two years specialized experience required at the CL-25 level. At the CL-28 level, one year of the specialized experience must have been as a CL-27 U.S. Probation/Pretrial Services Officer with thorough knowledge of U.S. Sentencing Guidelines/applicable case law and federal pretrial services and/or probation legal requirements, policies and procedures.

The Classification Level (CL) is similar to the General Schedule (GS) ratings in the Federal Executive Branch, i.e., CL-25 = GS-9. The target grade for this position is CL-28 = GS-12.

BENEFITS: The U.S. Pretrial Services Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. These benefits include participation in the Federal Employees' Retirement System which contributes to the Social Security Retirement Program, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401K plan with employer matching contributions), paid holidays and annual/sick leave accrual. This position is subject to mandatory electronic funds transfer for payment of net pay.

CONDITIONS OF EMPLOYMENT: Candidates selected for interviews will be required to participate in appropriate testing as part of the screening process. This office will contact references of the final group of candidates and may contact former employers [whether listed as references or not] to seek information on past performance history.

TRAINING: New officers will attend a five-week training academy at the Federal Law Enforcement Training Center in South Carolina.

TO APPLY: Applicants must submit an **original and two copies** of the following to the address noted below:

- ▶ Cover letter which includes narrative statement of relevant experience as described in the Job Requirements section
- ▶ AO-78, Application for Judicial Branch Federal Employment (available from the U.S. District Court web site www.hid.uscourts.gov under FORMS and "Miscellaneous")
- ▶ Copy of most recent performance evaluation

U.S. PRETRIAL SERVICES OFFICE
Attention: Human Resources
300 Ala Moana Boulevard, Room 7-222
Honolulu, Hawaii 96850-7222

Due to the volume of applications, the U.S. Pretrial Services Office will only communicate with those individuals who will be invited for personal interviews. The U.S. Pretrial Services Office is not authorized to reimburse candidates for interview or relocation expenses.

U.S. Pretrial Services reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Pretrial Services Officer may elect to select a candidate from the original qualified applicant pool.

AN EQUAL OPPORTUNITY EMPLOYER